

POSTAL SERVICE PROJECT
MAIL IMPROVEMENT PROGRAM
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes

1500

(2) Window envelopes

- 0 -

Total

1500

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"

- 0 -

(2) 9" x 12"

- 0 -

(3) Over 9" x 12"

- 0 -

Total

- 0 -

c. Self-mailers:

(1) Post cards

-

(2) ADP cards

-

(3) Fold over reply cards

-

(4) Booklets

-

(5) Other

-

Total

- 0 -

GRAND TOTAL

1500

25 YEAR RE-REVIEW

ADMINISTRATIVE - INTERNAL USE ONLY

2. Are insert sizes (as a rule) compatible with envelope sizes?
Yes ✓ No
3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes ✓ No
4. What types of material are normally mailed in flats?
-
5. Are any envelopes sealed with strings, clasps or staples? Yes
No ✓ If yes, describe types of material and reason for using fasteners employed.
-
6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes ✓ No
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?
Yes No
7. Addresses are (check one):
- | | |
|-----------------|---------------|
| Typed | <u>✓</u> |
| Hand Stamped | <u> </u> |
| Addressographed | <u> </u> |
| Handwritten | <u> </u> |
8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes ✓
No If no, please describe variances.
-
9. If window envelopes are used, do they have a transparent covering over the window? Yes No If no, describe type of envelopes employed.
-
10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes ✓
No If no, describe differences and reasons therefore.
-

11. Cost of mailing is covered by (check one):

a. Postage stamps

☒ _____

b. Metered mail machine

c. Penalty indicia

ADMINISTRATIVE - INTERNAL USE ONLY

19 DEC 1969

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT : Postal Service Project; Mail Improvement Program

1. All Government agencies are required to participate in the subject program for the following reasons:

a. To reduce costs of postal operations.

b. To take maximum advantage of the efficiencies that can be realized by high-speed automated handling of mail.

c. To afford better protection for mail processed by automated methods and to expedite mail deliveries.

STATINTL

STATINTL

2. As discussed with you in a recent telephone conversation with [REDACTED] of this Staff, it is desirable to make an informal survey to determine if the Agency is, in general, preparing and processing mail in accordance with standard practice developed by the Postal Service.

3. Attached is a general information guideline (Attachment 1) which sets forth some of the more important rules relative to improving the preparation and handling of mail. This guideline will provide material assistance in conducting a survey.

STATINTL

4. It is requested that the questionnaire (Attachment 2) be filled out and returned to [REDACTED] Planning Staff, Office of Logistics, room 1236 Ames Center Building, prior to 9 January 1970. In the event of questions, or if any problems arise, [REDACTED] can be reached on extension [REDACTED]

STATINTL

STATINTL

STATINTL

[REDACTED]
Acting Chief, Planning Staff, OL

2 Atts

OL 9 8126

19 DEC 1969

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT : Postal Service Project; Mail Improvement Program

1. All Government agencies are required to participate in the subject program for the following reasons:

a. To reduce costs of postal operations.

b. To take maximum advantage of the efficiencies that can be realized by high-speed automated handling of mail.

c. To afford better protection for mail processed by automated methods and to expedite mail deliveries. STATINTL

STATINTL

2. As discussed with you in a recent telephone conversation with [REDACTED] of this Staff, it is desirable to make an informal survey to determine if the Agency is, in general, preparing and processing mail in accordance with standard practice developed by the Postal Service.

3. Attached is a general information guideline (Attachment 1) which sets forth some of the more important rules relative to improving the preparation and handling of mail. This guideline will provide material assistance in conducting a survey.

STATINTL

4. It is requested that the questionnaire (Attachment 2) be filled out and returned to [REDACTED] Planning Staff, Office of Logistics, room 1236 Ames Center Building, prior to 9 January 1970. In the event of questions, or if any problems arise, [REDACTED] can be reached on extension [REDACTED]. STATINTL

STATINTL

STATINTL

[REDACTED]
Acting Chief, Planning Staff, OL

2 Atts

OL 9 8126

ADMINISTRATIVE - INTERNAL USE ONLY

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO		DATE	INITIALS
1			D
2	1236 AMES		
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <div style="margin-left: 40px;">This report includes report because we work so closely together.</div> <div style="margin-left: 40px;">As can be seen very little in the report is applicable to our office since we use only the regular letter size envelopes.</div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OF/MONETARY			1/6/70
UNCLASSIFIED	CONFIDENTIAL	SECRET	